



## ENGINEERING DEPARTMENT

276 Fourth Avenue Chula Vista CA 91910

619-691-5021

619-691-5171 FAX

# FORM 5511

# ENCROACHMENT PERMIT APPLICATION PROCEDURE

The following steps are required to complete application for an encroachment permit:

- ☐ Submit a letter which includes the following information:

- ◆ A brief description of the proposed encroachment.
- ◆ The reason(s) for the need to encroach.
- ◆ An estimate of the cost of the work being done *in the right of way*, only.
- ◆ The owner's mailing address and phone number.

- ◆ If this is not a temporary permit, you must submit a copy of your deed, a lot book report or a title report. Since the permit is to be recorded with the County Recorder's Office, we must have a legal description of your property.

- ☐ Provide a sketch (sample below) showing the work to be done as it relates to the street right of way line, curb line, parkway, etc. Include dimensions as shown in sample.

- ☐ The following application fees are to accompany the letter and sketch:

- ◆ For minor encroachments (fences, garden walls, retaining walls under five feet in height) or temporary encroachments which may be approved administratively: \$275.00

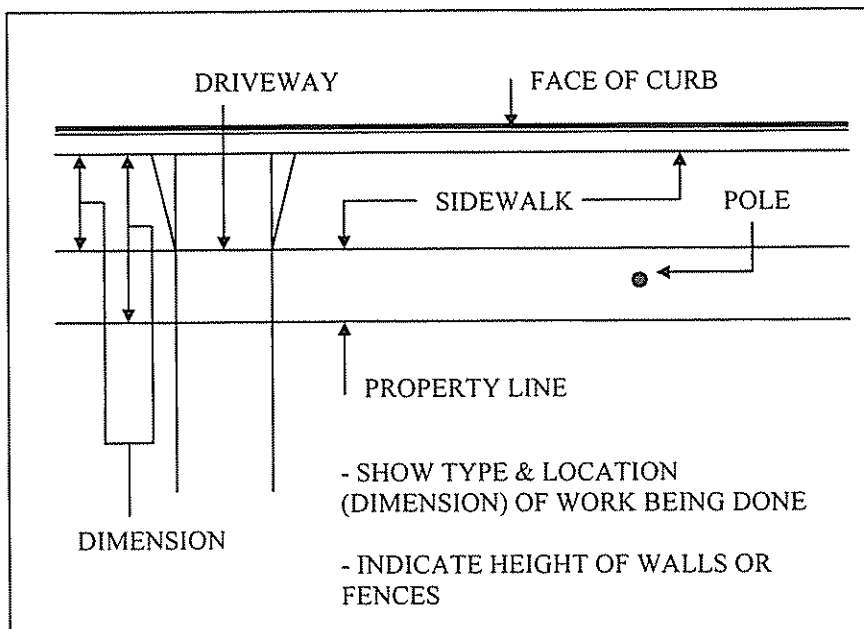
- ◆ For all other encroachments which must be considered by the City Council: \$850.00

- ☐ Traffic Control Plan required prior to issuing permit as necessary. Fee: \$175 to review the plan. Plan must be done by a C31 or an A licensed contractor.

- ☐ Submissions may be made at the Engineering Counter located in the Public Services Building or mailed to the Office of the City Engineer, Attention: Permits, Engineering Department, 276 Fourth Avenue, Chula Vista, CA 91910.

- ☐ If the permit is approved, the permit form must be signed (with notarization) by the owner and submitted to this department, accompanied by an inspection fee in the amount according to the table shown below.

Sample Sketch



Encroachment of Work Within Encroached Area	Inspection Fee
\$0-\$1,999	10%
\$2,000-\$4,999	8%
\$5,000-\$9,999	6%